

# Retention and Classification Report

**Agency:** Granite School District (Utah). Granger High School (2968)  
3580 South 3600 West  
West Valley City, UT 84119  
385-646-5320

## Records Officer

22677    Official Transcripts

**AGENCY:** Granite School District (Utah). Granger High School

**SERIES:** 22677

3

**TITLE:** Official Transcripts

**DATES:** 1958-

**ARRANGEMENT:** Chronological by graduation year, thereunder alphabetical by student's surname

**DESCRIPTION:**

These cards are the official record of school attendance and high school graduation. They are used to document graduation from high school and to verify classes attended and credits earned. They are used for college admission and employment. They also include the transcripts for students who did not graduate, but attended high school classes in the district (ninth to twelfth grades). They contain student's name, address, birthdate, names of parents/guardians, lists of high school classes and grades, date of graduation, test scores, class ranking, grade point average, and social security number. They are part of the Student Cumulative File until they are weeded after graduation.

**RETENTION:**

Retain until microfilmed.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 32.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

**AGENCY:** Granite School District (Utah). Granger High School

**SERIES:** 22677

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(continued)

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Exempt 34 CFR 99 (2008)